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**Maintenance**

**AIR FORCE MATERIEL COMMAND  
TECHNICAL ORDER SYSTEM  
IMPLEMENTING POLICIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction does not apply to the Air National Guard or US Air Force Reserve units and members. This instruction provides AFMC policies and responsibilities for implementing and managing the Air Force Technical Order (TO) System established by AFPD 21-3, *Technical Orders*. It applies to all AFMC units.

**SUMMARY OF REVISIONS**

The entire instruction was rewritten to update office symbols, responsibilities and policies. All procedures were moved to AFMCMAN 21-1, *Air Force Materiel Command Technical Order System Procedures*.

**1. General.** This instruction provides AFMC policies relating to the Air Force TO System. The primary goal of the TO system is the timely availability of accurate and adequate TOs for all using activities. The authority for the TO System is AFPD 21-3. Management procedures are in 00-5-series TOs and AFMC-MAN 21-1.

**2. Responsibilities:**

2.1. HQ AFMC/EN. The EN TO policy manager:

- 2.1.1. Is the AFMC command OPR for the TO system and applicable TO policy, including AFPD 21-3 and this instruction.
- 2.1.2. Issues AFMC policy for managing and operating the TO system and provides the final authority for that policy.
- 2.1.3. Functions as the command voting representative to the Air Force Centralized TO Management (CTOM) Committee and serves as the committee manager.

- 2.1.4. Chairs the AFMC CTOM group. (See AFMCMAN 21-1 for the CTOM Group charter.)
- 2.2. HQ AFMC/DO. Responsible for the *Flight Manuals Program* (AFI 11-215). DO coordinates flight manual policy affecting overall TO system policy with EN and HQ USAF/LGMM prior to implementation.
- 2.3. HQ AFMC/LG. Responsible for monitoring implementation of TO system policies and procedures within AFMC operational units (test wings, technology repair centers, etc.).
- 2.4. Single Manager (SM) Responsibilities:
  - 2.4.1. Manage the TO program for assigned systems and commodities according to TO 00-25-115, *Logistics/Maintenance Engineer Management Assignments*.
  - 2.4.2. Assign TO managers, flight manual managers (FMM), technical content managers (TCM) and distribution control activities to manage assigned TOs. Manage all aspects of TO and TCTO development and preparation, including planning, programming and budgeting, copy preparation, printing, and stock/store/issue of TOs.
  - 2.4.3. Maintain quality process indicators (QPI) to monitor the effectiveness of the TO process and measure TO customer satisfaction. Areas to be considered include timeliness of the change process (may be obtained from the G022 3XA report if AFTO Forms 22, Technical Order Improvement Report and Reply, are being tracked in G022), accuracy and usability of the TOs, cost of operations (see TO manager responsibilities, below), and TO customer satisfaction (might be included as an element of the commander's QPI on customer satisfaction).
- 2.5. TO Manager Responsibilities: Provide integrated TO support to the user. Plan, program, budget, contract, and prepare copy for assigned TOs. Exercise management control over printing, distribution and stocking activities. Accomplish all TO printing according to AFI 37-162, *Managing the Processes of Printing, Duplicating, and Copying*.
  - 2.5.1. (Budgeting) Estimate the costs and develop a budget for acquiring and maintaining TOs and updates needed to support the military system or commodity. Collect and maintain TO cost information, consisting of accounting transactions, purchase requests initiated and other related data. The information reflects system costs for aircraft and missile systems managed by an SPD. It reflects national stock class (NSC) costs for commodities managed by PGMs or MGMs.
  - 2.5.2. (Contracting) Translate AFMC and using command requirements into contractual documentation and give publication guidance to contractors (TO 00-5-3, *AF Technical Manual Acquisitions Procedures*).
  - 2.5.3. (Security) Ensure that the activity that establishes and maintains the classification authority periodically reviews assigned TOs for proper classification level and markings. Direct the applicable editorial function to perform the appropriate reclassification or declassification actions, or initiate rescission and/or destruction as required.
  - 2.5.4. (Safety) Include safety requirements in contracts for TOs. Include the appropriate center SE in data calls, IPRs and verification. Provide review copies of PTOs and TCTOs to SE.
  - 2.5.5. (Nuclear Weapons TOs) Include technical evaluations for nuclear surety in contracts for preparation of applicable TOs.

2.5.6. (TO Maintenance) Publish and distribute updates to assigned TOs. The responsible TCM will provide the *content* of updates.

2.6. TCM Responsibilities:

2.6.1. Maintain the currency and accuracy of assigned TOs. The function is normally performed by the equipment specialist (ES) or engineer assigned responsibility for the supported system or commodity.

2.6.2. Review and evaluate proposed changes to assigned TOs. Develop or acquire and coordinate verbatim updates to maintain assigned TOs and data. Issue TO supplements according to TO 00-5-1, *AF Technical Order System*, and AFMCI 21-302, *Processing Interim Technical Orders*.

2.6.3. (TCTO) Prepare TCTOs affecting assigned systems or commodities.

2.6.4. (TO Release) Provide the appropriate TO manager with a release approval or disapproval recommendation on nongovernment agency requests for TOs.

2.6.5. (Security) Review classified TOs and PTOs for possible reclassification action at every activity involving the TO. Inform the TO manager by letter of the highest classification assigned to data in each TO and any classification changes during the TO's lifecycle.

2.6.6. (Safety) Obtain center SE coordination on all AFMC Forms 252, T.O. Publication Change Request, requiring safety review. See AFMCMAN 21-1.

2.7. (Det 2, ESC/AV-2) Air Force Product Data Systems Modernization (PDSM) Program Office Responsibilities:

2.7.1. Manage TO system business practices and procedures and facilitate implementation of digital technology for the TO system.

2.7.2. Manage deployment and implementation of the Joint Computer-Aided Acquisition and Logistics Support (JCALS) Joint Technical Manual System (JTMS) for the Air Force. Convert legacy TO data to a digital format usable on the JCALS JTMS.

2.7.3. OPR and preparing activity (PA) for Air Force Technical Manual Specifications and Standards (TMSS) and the Technical Manual Contract Requirements document, TM-86-01.

2.7.4. Approve or disapprove requests for TMSS deviations and waivers.

2.8. TO Home Office Responsibilities. Each air logistics center (ALC) and product center (PC) must assign a center focal point and ombudsman for TO issues (TO Home Office). These offices will:

2.8.1. Coordinate command-wide policy and training initiatives.

2.8.2. Assist SMs with resolving TO acquisition and maintenance issues.

2.8.3. Disseminate AF and AFMC TO System policy and procedures.

2.9. AFMC Center Safety (SE) Staff Responsibilities: Provide TO safety requirements to the TO manager in response to data calls.

2.9.1. Inform TCMs of AFOSH and other safety program changes which could affect TOs.

2.9.2. Attend TO acquisition functions when requested by the SM to ensure safety requirements and AFOSH standards are properly implemented in PTOs and updates. Advise HQ AFMC/SEG of problems not resolvable at center level.

2.10. OC-ALC/TILU Responsibilities: Manage TO Distribution Office (TODO) code assignment, TO number assignment, preparation and publication of TO Indexes, and the USAF TO Repository.

2.10.1. Maintain the accuracy of TO security classification information in indexes. A TO update containing the new classification provides authority to change TO classification.

2.10.2. Integrate other government agencies' publications used for operations and maintenance of Air Force equipment into the TO system. Organize indexes to permit interservice use of TOs.

2.10.3. Perform mission development, analysis, design and documentation for the Logistics Management of Technical Orders System (LMTOS – G22).

2.11. TO Management System. The LMTOS is the automated information system (AIS) currently used to manage and control the TO system. All TOs except nuclear weapons, nonnuclear explosive ordnance disposal (EOD), and preliminary TOs are managed in LMTOS.

2.11.1. SA-ALC/NWTD, Nuclear Weapons TO Management Office. NWTD procures, numbers and manages TOs for nuclear weapons operations and maintenance and for nuclear EOD. They assign TODO codes for all users of nuclear data. They prepare and publish the Air Force Supplement to the Joint Nuclear Weapons Publications System Index (0-1-11N-C). NWTD uses the Technical Manual Automated Data System (TMADS) to manage and distribute all nuclear weapons TOs except for TO 00-110N-16, *Equipment Authorized for Use with Nuclear Weapons*, which is in the G22 system.

2.11.2. Detachment (Det) 1 WR-ALC/ML, Air Force Metrology and Calibration (AFMETCAL) Program. Responsible for procurement and management of calibration TOs numbered in the 33K- and 33L-series.

**NOTE:** The AFMETCAL program is a contractor-operated function under terms of the 1994 Base Realignment and Closure (BRAC) Act. Det 1 retains responsibility for calibration and metrology TOs.

2.11.3. Det 63, ASC/CC, Air Force Liaison with the Naval EOD Technology Division. The Navy is responsible for developing, managing and distributing joint service nonnuclear EOD TOs.

2.11.4. 38 MSS/EG. Responsible for overall management of TOs and related AFTO forms for ground communications-electronics programs. TO types are General Engineering, Facility Subsystem and System Installation-Engineering and Installation, and Standard Installation Practices TOs (SIPTO), including SIPTOs for which the Army is the cognizant activity.

**3. AFMC CTOM Group.** The AFMC CTOM establishes command policies and procedures to implement DoD and USAF TO System policy. The CTOM provides a forum for accepting customer feedback on the TO process and resolution of problems. They determine the command position on issues raised by or needing decision by the Air Force CTOM Committee. See AFMCMAN 21-1.

#### **4. Related Policy and Guidance:**

- 4.1. Security of TOs. Classified TOs are managed and distributed according to DoD 5200.1-R/AFI 31-401, *Managing the Information Security Program*. TCMs review classified TOs at every update, but no less than annually, for currency and possible reclassification. See AFMCMAN 21-1.
- 4.2. Air Force Occupational Safety and Health (AFOSH) Requirements. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program*, establishes the AFOSH program. See AFMCMAN 21-1.
- 4.3. Nuclear Surety Requirements. All procedures in nuclear weapon TOs listed in the 0-1-11N or 0-1-11N-C indexes, and all procedures affecting nuclear weapons in other TOs, must comply with the Nuclear Weapon Safety Rules in AFI 91-102, *Nuclear Weapon System Safety Studies, Operational Safety Reviews, and Safety Rules*. The TCM will provide the TO manager with technical advice on preparation of contract clauses requiring nuclear surety technical evaluations.
- 4.4. Radioactive Material Safety Requirements. TO managers must coordinate all TOs and TCTOs involving possession, use, disposal, or handling of radioactive material with the USAF Radioisotope Committee (RIC), Air Force Medical Operations Agency (AFMOA)/SGP, 8901 18th St, Brooks AFB TX 78235-5217, before publication (AFI 40-201, *Managing Radioactive Materials in the USAF*, TO 00-110N-3, *Requisition, Handling, Storage and Identification of Radioactive Material*).
- 4.5. Hazardous Materials (HAZMAT). SMs must minimize TO and TCTO use of hazardous materials and the Environmental Protection Agency's (EPA) list of 17 industrial toxins, according to the Air Force Pollution Prevention Strategy, 24 Jul 95.
- 4.6. Ozone Depleting Substances (ODS). Only the SM can request authorization to use class I ODSs in TOs and TCTOs. SAF/AQ must approve a waiver according to the FY93 National Defense Authorization Act (Public Law 102-484).
- 4.7. Aircraft Emergency Rescue. The Air Force Fire Marshall at HQ Air Force Civil Engineering Service Agency (AFCESA)/DF, 139 Barnes Dr, Ste 1, Tyndall AFB FL 32403-5319 is the OPR for fire safety. AFCESA/DF is the focal point and approval authority for all requirements related to aircraft fire prevention, egress safety, and emergency rescue.
- 4.8. Foreign Military Sales (FMS) TOs. Country Standard TOs (CSTO) are maintained under non-standard publications cases established with foreign governments. The Air Force Security Assistance Center (AFSAC), Wright-Patterson AFB OH, normally manages these cases. The responsible SM manages FMS contracts and programs for CSTOs. TO 00-5-19, *Security Assistance Technical Order Program*, contains CSTO policy and procedures.
- 4.9. AFTO Forms. TO managers and TCMs develop and maintain AFTO-series forms prescribed by TOs according to AFI 37-160V8, *The Air Force Publications and Forms Management Program--Developing and Processing Forms*. TOs should reference only those non-AFTO forms and publications available for issue Air Force-wide.
- 4.10. Changing Depot Maintenance TO Procedures. AFMC Form 202, Nonconforming Technical Assistance Request and Reply, is the only official method for requesting and furnishing technical data (a) for conditions or procedures beyond TO authority under work stoppage and nonwork stoppage conditions, and (b) when TO procedures do not exist and must be developed, approved, and provided to maintenance technicians. See AFMCMAN 21-1.

4.10.1. Depot Maintenance Use of Verified Preliminary TOs. TO 00-5-3 contains policy and procedures for verification and use of preliminary depot level TOs. Only the SM and HQ AFMC/LG can authorize depot use of unverified procedures, except for the purpose of verification.

4.11. TCTOs. Issue TCTOs according to TO 00-5-15, *AF Time Compliance Technical Order System*, AFMCI 21-302 and AFMCMAN 21-1.

4.11.1. TCTO Kits. The policy on procurement, assembly, content, storage, control, and distribution of kits is in AFMAN 23-110, *USAF Supply Manual*, and TO 00-5-15.

4.11.2. TCTO Verification. TCTOs and associated TO updates will be verified according to TO 00-5-15.

4.11.3. Special Distribution of TCTOs. A copy of all TCTOs applicable to the location, circuitry, function, access, and removal of any hazardous component (chemical, explosive, nuclear, radio-logical) is forwarded to the Ammunition Control Point (ACP), OO-ALC/LIW.

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